

DEPARTMENT: Fire

REPORTS TO: Fire Chief

SUPERVISES: Captains  
Other shift personnel during emergency operations.

DEFINITION:

Plans, organizes and manages fire suppression activities within the Fire Department on an assigned shift basis. Assists the Fire Chief in department administration and operations including responsibility for an assigned program area.

ESSENTIAL JOB FUNCTIONS:-- (Any one position may not include all of the duties listed, nor do the listed examples included all tasks which may be found in positions of this class.)

Manages assigned functions to achieve goals within budgeted funds and available personnel; reviews progress and makes changes in priorities and schedules as needed. Establishes goals and objectives for assigned operations.

Serves as Incident Commander on a scheduled shift, with full responsibility for the direction of response resources.

Manages and coordinates activities of staff; plans and organizes workloads and staff assignments. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other personnel matters.

Recommends and implements policies, procedures and performance standards to ensure efficient and effective emergency and non-emergency services to the community in compliance with City guidelines, goals and objectives.

Performs administrative duties in an assigned area of logistics, planning or EMS as follows:

Develops and maintains the departmental asset management program including operational and communications equipment, supplies, apparatus and facilities.

Coordinates and monitors the EMS program including training and county protocols and quality assurance.

Conducts research and analysis on innovations in apparatus, supplies, protective equipment, procedures and processes. Recommends the purchase of new equipment based on cost/benefit analysis.

Stays current with developments and discoveries in fire science and technology, including participation in regional and City-wide committees involved with fire service technology and innovations.

Conducts research and analysis on demographics, response statistics, shift requirements, and staff deployment. Recommends action based on research to ensure that the Department continues to meet the needs of the community.

Provides research and analysis on topics impacting the department such as NFPA and OSHA standards.

Provides training and instruction to department staff on a variety of topics including equipment use, special targeted hazard plans, safety, budget process and other issues.

Performs administrative duties relating to personnel staffing and scheduling. Ensures sufficient coverage for all shifts and stations through vacation scheduling and call shifting when needed.

Coordinates department recruitment and selection in conjunction with the Human Resource Department. Manages the firefighter, lieutenant and captain recruitment or promotion processes including conducting executive interviews and recommending candidates for promotion or hire.

Prepares assigned portions of the department budget based on staffing and resource requirements, cost estimates and goals and objectives. Monitors and documents expenditures.

#### OTHER JOB FUNCTIONS:

Develops and maintains systems that provide for proper evaluation, control and documentation of assigned emergency response and related activities.

Analyzes and recommends improvements to existing practices and procedures; monitors the status, performance and quality of on-going and in-progress projects, systems and services.

Coordinates the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or service complaints.

May serve as Acting Fire Chief in his or her absence.

Performs other related duties as required.

WORKING CONDITIONS: Duties are primarily performed in an office environment, although hazardous conditions may be encountered in an incident command situation.

QUALIFICATIONS:

Knowledge of :

- Principles, practices and modern methods of fire suppression and prevention.
- The operation and maintenance of fire apparatus and equipment use in fire service activities.
- Trends and developments in the field of fire fighting and prevention, emergency medical service and rescue, and hazardous materials handling and disposal.
- Principles, practices and methods of employee development and supervision.
- Principles and practices of statistical research, analysis, and report writing.
- Computer applications and uses in fire science administration.
- Budget preparation, expenditure control and record keeping.
- Current legislation and laws of the local, state and federal governments that affect the Department.

Ability to:

- Perform all firefighting functions and to operate all fire service apparatus and equipment.
- Think conceptually, analyze data, and draw conclusions.
- Identify and resolve critical fire management and administrative issues.
- Write clear and concise reports, memoranda and other correspondence.
- Use computer and software applications for drafting reports, memoranda and correspondence.
- Develop and deliver training programs for/to staff.
- Establish and maintain effective working relationships with other employees, supervisors and manager, and representatives of labor unions and other governmental and community agencies.
- Communicate effectively, both orally and in writing.
- Physical ability to perform the essential functions of the job.

Education and Experience: -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

Associate degree in Fire Science and seven years of fire service experience with at least two years in the classification of Captain in a fire protection agency.

Licenses, Certificates and Other Requirements:

Possession of a valid driver's license.

Requires INST II, and EMT I certifications at time of hire.

Fire Officer III.

Approved:

Revised:

Union Code: NR

FLSA Status: EX